

Government of the Virgin Islands of the United States

Department of Labor

Workforce Development

St. Croix
Sunny Isles Mini Mall
Christiansted, VI 00820-4612
Phone: (340) 778-0429
Fax: (340) 778-1474



St. Thomas
P. O. Box 302608
Charlotte Amalie, VI 00803-2608
Phone: (340) 776-3700
Fax: (340) 714-4994

April 12, 2010

Dear Employer:

The Department of Labor is dedicated to preparing our youth to be groomed as the future labor force of the territory. Therefore, we are appealing to the employers of the territory to assist us in building a skilled, productive, and adaptable workforce. Presently, we are asking you to join us in this endeavor by providing valuable experiences and opportunities for our youth in the form of one or more of the following:

On-the- Job Training: consisting of up to 720 hours of subsidized work experience which will lead to permanent unsubsidized employment.

Six Week Work Experience: 180 hours of work experience with two options for work **during the summer months or at any other time during the year.**

LIFT (Labor Investing For Tomorrow) Program: 8 weeks – 240 hours. Geared towards college juniors and seniors...**SUMMER ONLY – June through September**

Mentoring: Employer or a member of their team volunteers to become a member of the Department's mentoring pool.

All participants in our programs are provided with Life Skills Management & Career Orientation Workshop, Workplace Preparation Skills, Occupational Safety & Health Regulation (OSHA) and Computer Literacy training from the department. The Department will provide all support services needed to facilitate this process as well as appropriate information on respective roles and responsibilities of both the students and employers.

If you are willing to participate in this endeavor, please check and return your selection(s) on the attached form. A member of our staff will be in contact with you. If you have any additional questions, feel free to contact us at 773-1994 ext. 229 or 776-3700 ext 2099.

Sincerely,

Prish C. Lockhart

Assistant Commissioner, Employment and Training

Government of the Virgin Islands of the United States

Department of Labor

Workforce Development

St. Croix
Sunny Isles Mini Mall
Christiansted, VI 00820-4612
Phone: (340) 778-0429
Fax: (340) 778-1474



St. Thomas
P. O. Box 302608
Charlotte Amalie, VI 00803-2608
Phone: (340) 776-3700
Fax: (340) 714-4994

Request For Summer Youth Work Experience Program Participation

A Separate Request Must Be Completed For Each Job Title Or Project.

Name of Company/Agency _____

Unit _____ ☐ For Profit ☐ Not-for-Profit ☐ Government

Name of Company/Agency Head _____

Mailing Address _____

Contact Person _____ Email _____

Phone/ Ext. _____ Fax No. _____ Island _____

Immediate Supervisor of Youth _____ Email _____

Phone/Ext. _____ Fax No. _____

Physical Address of Youth's Location _____

Position Title or Name of Project that Youth(s) will work on _____

Number of Positions Requested _____ Starting Date _____

Job/Project Description _____

Education/Skills Required _____

☐ On-the- Job Training

☐ Six Week Work Experience

☐ LIFT (Labor Investing For Tomorrow) Program

☐ Mentoring

*Upon acceptance of summer participants, your agency is totally responsible for the daily work experience and supervision of the participant. Please sign below and return this form with your business license or incorporation papers to the appropriate Department of Labor Office on or **before May 7, 2010***

Authorization/Approval

Authorized Employer's Signature

Approving Officer, Department of Labor

Print Name and Title

Date